

**ROLE INFORMATION PACK**

**CHAIR OF REGIONS**

Contents

[A. ROLE DESCRIPTION – CHAIR OF BSAVA WORKING COMMITTEE 2](#_Toc121722957)

[B. ROLE PROFILE FOR CHAIR OF REGIONS 3](#_Toc121722958)

[C. PERSON SPECIFICATION FOR CHAIR OF REGIONS 6](#_Toc121722959)

If you wish to apply for the role of Chair of Regions please complete the Volunteer Application Form, available on the BSAVA website and forward it to [volunteer@bsava.com](mailto:volunteer@bsava.com). All applications will be acknowledged upon receipt. The appointment to this role would be April 2023 and this is a three year post ending in April 2026.

Applications will be forwarded to the Volunteer Development Committee in as they are received, in time for an February 2023 meeting of the committee, when they will review the applications, at this point they may wish to ask further questions before submitting their nomination to Board for approval, potentially at the March Board Meeting. You will be contacted in February/March 2023 about your application.

In the meantime if you have any questions or queries or need clarification on any of the information within the pack, please email [volunteer@bsava.com](mailto:volunteer@bsava.com).

# ROLE DESCRIPTION – CHAIR OF BSAVA WORKING COMMITTEE

**Each of the five working committees of the Association plus the regional structure require a Chair to lead the committee and to be part of the larger Advisory and Management Committee, at which they will represent and present the work of the committee to their peers, alongside the relevant Manager from Woodrow House.**

To be effective and make the maximum contribution to the Association, a chair needs a good understanding of the committee’s role and responsibilities and should encourage committee members to participate fully in its work. In some instances committee chairs may also become ex-officio members of other committees because of their responsibilities. A Working Committee Chair will build relationships with the other volunteer members of the committee and with the management team and staff, particularly those working within the department aligned to the work of the committee.

The key roles of the chair are outlined below:

• to provide leadership and direction to the committee so as to facilitate the work of the Association in pursuing its vision, mission and strategic direction within the committee’s terms of reference;

• to see that the committee’s business is conducted in an orderly fashion and to ensure that all members of the committee are encouraged to engage and participate to the work of the committee;

• to ensure that the work of the committee is consistent with its agreed remit and terms of reference and that issues of interest to other committees or to the wider Association are appropriately referred;

• to ensure the committee does not take decisions outside its authorised powers;

• to ensure decisions taken by the committee are clear and unambiguous, and that responsibility for taking forward action points is properly allocated;

• to consult with other committee members and provide advice and support;

• to ensure that decisions represent the collective views of the committee or (in exceptional circumstances when consensus cannot be reached) a majority view;

• in consultation with the Line Manager and committee secretary agree the content of meeting agendas, the order in which items are taken and the amount of time to be devoted to each;

• to monitor the implementation of agreements and action points from previous meetings;

• to undertake ad hoc work as the chair of the committee (e.g. through the provision of advice and attendance at other relevant meetings & events);

• to support the incoming chair through the provision of advice and de-briefing during the final year in post;

• to take decisions by chair’s action in any matter which, in his/her opinion, is urgent, routine or not of sufficient importance to justify the calling of a meeting;

Training on how to chair a meeting can be provided under the Volunteer Development Programme, along with other relevant training to ensure you obtain all the skills and experience required to be successful in the role of Chair.

# ROLE PROFILE FOR CHAIR OF REGIONS

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1. **DEFINITIONS USED WITHIN THIS DOCUMENT**:

* BSAVA British Small Animal Veterinary Association
* WHMT Woodrow House Management Team
* A&M Advisory and Management Committee
* JVP Junior Vice President
* WH Woodrow House
* EC Education Coordinator
* VM Volunteers Manager

1. **REMIT**

The Chair of Regions will be responsible for the organization of the Regional Forums, will attend and Chair the Forums and may attend Council by invitation. An invitation to attend Council will be issued if the agenda needs the input of the Regional Forum, ie if regions or an agenda item that affects regions is being discussed/reported. The Chair of Regions will be a member of the Advisory and Management (A&M) and Education Committees and attendance at these meetings will be required. The point of liaison within the Woodrow House Leadership Team will be the Volunteers Manager. A Board member will be assigned to provide support to the Chair of Regions where needed and to give guidance on matters discussed by the regions which may have ramifications within the Association

Overall responsibilities of the role:

* Communicate with and assist the co-ordination between the regional committees and the other areas of the Association, particularly including the Education section.
* Work with the VM to develop best practice for regional volunteering within the Association and sharing of knowledge between regions.
* Attend A&M meetings and provide up to date information on the activities within the regional structure and to report back to the regions on activities within other areas of the Association.
* Liaise with the VM at Woodrow House to ensure that volunteers are provided with mentoring/training to enable them to fulfil their volunteer role both at regional level and in the future.

Specific responsibilities of the role:

* By means of regular electronic and/or telephone communication throughout the year, and if appropriate face to face meetings, seek views and disseminate information on Regional educational and social activities via the Regional Committees. Discussion can be initiated by any member of BSAVA from the regions throughout the UK and Ireland.
* Attend A&M and Education Committee meetings to represent regional CPD provision.

1. **MEETING COMMITMENT:**

* Chair the twice yearly Regional Forum meeting. The Education Co-ordinator will deal with all logistical and secretarial aspects in relation to meetings, all meetings to be minuted – more guidance on minutes is available within the Appendices.
* Attendance at Education Committee meetings three times a year
* Attendance at Annual Planning meeting to represent the regions and provide an overall view of the budgets prepared by each region, assistance with this task will be provided by the Head of Finance.
* The date, time and venue of all meetings are advised in advance to allow as many committee members as possible to take part in the meetings
  1. **ATTENDANCE AT BSAVA MEETINGS:**
* All committee members should be aware of their responsibilities in relation to attendance at meetings as defined in the BSAVA Rule Book, which is available within the Volunteer Area of the BSAVA website - <http://www.bsava.com/myBSAVA/Volunteerarea.aspx> *- in order to access this information you will have to be logged in and be an official committee member*.

1. **ROLE COMMITMENT:**

As Chair of Regions your commitment is:

* Two Regional Forum meetings will be held over a weekend.
* As Chair you will need to agree the agenda and relevant paperwork with the minutes secretary
* Responsible for ensuring that the minutes secretary circulates the papers for the meeting one week prior to the meeting
* Chair the meeting and check and approve minutes
* Three A&M Meetings
* One Strategy Day Meeting
* Education Committee - submit pro forma, accurately reflecting the agenda items that you would like to discuss
* Read circulated papers
* Contribute to discussion or make presentation when appropriate
* Read minutes when circulated

Visits to Regions

As part of your role you will be expected to visit regions on an occasional basis - either to attend Regional committee meetings or to attend Regional CPD events.

Communication

* Email communication with staff, regional committees, other volunteers and external contacts
* Phone calls with staff, regional committee members, other volunteers and external contacts

Congress

* Attend Congress from Thursday morning onwards and any relevant meetings

AGM

* Attend the Associations AGM

1. **TRAINING**

The Association could not operate effectively without the core of volunteers who form the committee structure of the Association. Volunteers help to shape the decisions taken by the Association.

As Chair of Regions you will receive a complimentary Congress registration, 4 nights’ accommodation at Congress and entry to such social events as required to deliver your role, provided you meet the expectation of attending meetings as laid out in the BSAVA Rule Book and contributing to discussions held at meetings and via other communication methods.

BSAVA offers its volunteers training in various areas depending on a mutually agreed development plan. Training in chairing meetings, financial planning and modern education practices would be likely to be the most useful to the post-holder.

In addition, the Association provides its volunteers with considerable opportunities for networking, attending CPD events and meeting key-opinion leaders and fellow professionals. Volunteering is also its own reward and provides positive experiences of gving something back to the Association and profession.

1. **EXPENSES:**

Expenses incurred whilst carrying out committee duties will be reimbursed in accordance with the Expenses Policy contained with the BSAVA Rule Book – Section 8.

1. **EQUIPMENT PROVIDED IF NECESSARY:**

To enable you to carry out this role effectively you will need access to a computer and a phone, it is anticipated that most people will already have this equipment; however, should this not be the case these can be provided in most cases by the Association. Please contact the VM in the first instance. The VM will liaise with the Honorary Treasurer over the supply of this equipment.

# PERSON SPECIFICATION FOR CHAIR OF REGIONS

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| --- | --- | --- |
| **Skills and experience** | **Essential** | **Desirable** |
| An ability to work effectively as a member of a team to make collective decisions | ✓ |  |
| Strategic vision and planning |  | ✓ |
| A knowledge of the BSAVA Regional structure | ✓ |  |
| Event organisation |  | ✓ |
| Chairing meetings |  | ✓ |
| Presentation skills |  | ✓ |
| Time management | ✓ |  |
| Problem solving and decision making | ✓ |  |
| Delegation skills | ✓ |  |
| Risk management | ✓ |  |
| Leadership skills |  | ✓ |
| Performance Evaluation (of self and others) |  | ✓ |
| Governance |  | ✓ |
| Meeting preparation and participation | ✓ |  |
| Relationship development | ✓ |  |

**Training is available to help you achieve these skills and support will be provided.**

|  |  |  |
| --- | --- | --- |
| **Qualities** | **Essential** | **Desirable** |
| Able to delegate when appropriate | ✓ |  |
| Organised and methodical | ✓ |  |
| Have a good knowledge of the governance of the Association | ✓ |  |